

## U.S. DEPARTMENT OF STATE

# MEPI SMALL GRANTS PROGRAM



### Application Instructions

### Middle East Partnership Initiative

### Small Grants Program



The Middle East Partnership Initiative (MEPI) of the U.S. Department of State is pleased to announce funding is available through the Small Grants program. Please follow all instructions below carefully.

**Purpose of Grant:** Small Grants are intended for local members of civil society, including non-governmental organizations and universities, to undertake democracy and **reform** projects. Funding is available for projects that increase political openness and democratic processes, create new economic opportunities, enhance access to and quality of education systems, and/or empower women. Small grants proposals should aim to create or extend the community of reform-minded individuals and groups and should meet one or more of the following MEPI priorities:

1. Supporting local civil society, non-governmental organizations (NGOs), women's groups, and professional associations at the grassroots level that are committed to building democracies and undertaking reform and can be expected to play a role of growing importance and influence in the future.
2. Encouraging programs for youth, ages 12-17, and particularly those that provide youth with practical opportunities to experience democracy in action, participate in public service, volunteerism and contribute to improving their local communities.
3. Fostering networks among local NGOs, civil society, governments, and the business community, as an avenue toward promoting democratic reforms.
4. Encouraging women's participation in public life at the local, regional and national levels.
5. Promoting good governance programs that include anti-corruption and transparency components.
6. Promoting the rule of law and legal reforms including legal rights education and professional legal education.
7. Promoting public awareness and involvement in current political issues, including voter education, and building advocacy skills among individuals and groups.

**Size of Awards:** Small Grants usually range in size from \$10,000 to \$25,000.

**Length of Grant:** Small Grants projects must be completed in one year or less.

**Application Process:** Proposals will be accepted for review at any time during the year, but funding decisions will be made quarterly.

**Please submit your proposal to**

using the attached application. Applications are accepted in English, French or Arabic, but final grant agreements will be concluded in English. We look forward to receiving creative proposals to address the areas of interest outlined above. For a list of previously funded MEPI Small Grant Projects visit [www.MEPI.state.gov](http://www.MEPI.state.gov)

**Allowable Expenses:**

Activities that are typically funded include, but are not limited to:

1. Workshops and meetings of a practical and professional nature, which are an integral part of a larger project and contribute to overall project goals;
2. Community service projects that practice democratic processes and encourage volunteerism;
3. Public education projects/ Public meetings or seminars;
4. Task forces that will subsequently recommend a specific plan of action.

For a list of previously funded MEPI Small Grant Projects, visit [ww.mepi.state.gov](http://www.mepi.state.gov).

Activities that may not be funded:

1. Social welfare projects;
2. Organizational start-up costs;
3. Ongoing operating costs or capital improvements;
4. Buying furniture and office decorations;
5. Buying vehicles;
6. Setting up a center unless part of a broader project;
7. Paying to complete activities begun with other funds;
8. Projects that contain the appearance of partisanship/support to individual or single party electoral campaigns;
9. Academic or analytical research (if not part of a larger project); Scholarships;
10. International travel, unless specifically justified within the project.
11. Citizen exchange programs with foreign countries;
12. One-of-a kind events such as conferences and round tables (if not part of a larger project);
13. Medical and psychological research, and clinical studies;
14. Provision of health care services;
15. Projects of a commercial or profit-making nature;
16. Cultural presentations, cultural research, cultural clubs, and festivals etc.;
17. Language training courses
18. Entertainment costs (receptions, social activities, ceremonies, alcoholic beverages, cocktail parties, guided tours).
19. Political party activities

***SMALL GRANT APPLICATION***

**U.S. DEPARTMENT OF STATE**

**MIDDLE EAST PARTNERSHIP INITIATIVE (MEPI)**

<b>Title of Project:</b>	
<b>Applicant/Primary Implementing Organization:</b>	
<u><b>Address/telephone/fax/email (if available):</b></u>	
<b>Primary Point of Contact:</b>  Name: Title Phone:	<b>Amount of Award Requested:</b>  \$ _____ USD
<b>Local Partner Organization (if any):</b>  Name: Phone:	<b>Local Partner Organization (if any):</b>  Name: Phone:
<b>Period of Project:</b>	<b>MEPI Pillar(s) Supported:</b>  ___ Political ___ Economic ___ Education ___ Women

**1. Brief Summary:** Please supply a clear summary (2-3 sentences) of your project in the space provided below. Please identify which MEPI priorities your project addresses.

<b><i>ACKNOWLEDGEMENT &amp; PUBLICITY AGREEMENT</i></b>		
I affirm that the information provided in this application is true and correct and that intentional misrepresentation on this form is grounds for denial of a grant. I further affirm that my organization is qualified to receive an award under applicable laws and regulations. My organization understands that submission of a Small Grant application in no way guarantees awarding of a grant, and we will accept the final decision of the U.S. Embassy Small Grants Committee & MEPI. We further understand that funds awarded under the Small Grants program are provided through MEPI by the people of the United States of America and agree to allow appropriate publicity of this fact.		
<b>Accept:</b> <input type="checkbox"/> Yes. <b><i>A signed original must follow this electronic form if a grant is awarded.</i></b>		
Signature	Name & Title	Date

**2. State the problem, and describe how this project will address the problem.**

**3. State how this project is related to the MEPI priorities listed on page one of the application instructions.**

**4. What is the intended impact or result of this project?**

5. List the name of the person who will conduct the activities. Please attach a copy of that person's c.v. or resume.

6. Describe how you plan to publicize the work and to incorporate MEPI into this publicity.

7. **Schedule of Activities:** Please include a detailed timeline.

A) Describe when the activities will take place using a timeline:

Month	Description of the Event	Person Responsible

B) List the project's milestones (the activities or events that demonstrate this project is moving on schedule toward its stated objectives and which you will monitor and report on as part of the project evaluation):

**8. Please describe your organization. State what type of group it is, when it was established, the size of membership, the mission of the organization, and its source of funding. Describe its status under applicable law. Also include the name of any local partner organizations that will participate in this project and describe their role.**

**9. Please list the names of the officials responsible for this project and its financial administration, and attach a c.v. for each person listed. Do the same for each local partner organization.**

**10. Please provide a complete, line-by-line budget, using the example below as a guide. Budget items should be linked to the narrative and include the following information:**

- All project staff and salaries
- Anticipated travel costs (local and international)
- Materials to be used for all project activities
- Services to be used for all project activities
- All cost-sharing and in-kind contributions
- Budget should be presented in U.S. dollars, rounded to the nearest dollar.

<b><u>No</u></b>	<b>Budget Item</b>	<b><u>Detailed Description</u></b>	<b>Amount Requested from US Embassy</b>	<b>NGO Contribution</b>	<b>Contribution from Other Sources</b>
1	<b>Salaries (taxes included)</b>				
1.1	Position, name	Amount in \$ per month x number of months (% of work time in the project)			
1.2	Position, name	Amount in \$ per hour / per event x number of hours / events			
	<b>Subtotal</b>				
2	<b>Equipment (costing more than USD 5,000.00)</b>				
2.1	Item description	Price in \$ x number			
2.2	and so on				
	<b>Subtotal</b>				
3	<b>Administrative costs</b>				
3.1	Office supplies (including equipment costing less than USD 5,000.00)	Amount in \$ x number of months			
3.2	Internet fees	Amount in \$ x number of months			
3.3	Bank fees	Amount in \$ x number of months			
3.4	and so on				
	<b>Subtotal</b>				
4	<b>Contractual</b>				
4.1	<b>Publishing</b>				
4.1	Name of the publication	Price in \$ per copy x number of copies			
4.2	Services/Consultants *	Cost per service/per day			
	<b>Subtotal</b>				
5	<b>Travel expenses</b>				
5.1	Travel description	Ticket price in \$ x number of people x number of trips			
5.2	Hotel	Price in \$ x number of days x number of people			
5.3	Per diem	Amount in \$ x number of days x number of people			
5.4	Other (provide details)				
	<b>Subtotal</b>				
6	<b>Seminars, public meetings, round tables</b>				
6.1	Room rental	Amount in \$ per hour / day x number of hours / days			
6.2	Handouts	Amount in \$ x number of participants			
6.3	Other (provide details and justifications)				
	<b>Subtotal</b>				
	<b>TOTAL</b>				

**Notes:**

- Budgets may contain an estimated amount for bank fees.
- Funding should not duplicate on-going activities.
- MEPI encourages applicants to seek funding from other donors and to offer some type of **cost sharing** (volunteer time, space, equipment etc.)
- MEPI funds should not be used for **food or entertainment expenses**. However, if coffee breaks or working lunches for seminar/conference participants are an integral part of the overall project, and funding is not available from other sources, these costs may be covered but should be limited to a maximum of 15% of the total award amount. Meals may not include charges for alcoholic beverages.
- \* Services/Consultants – Professional services should not exceed \$500/day or local rates, whichever is lower.
- Compensation in reasonable amounts can be paid to project's key personnel for the portion of their time devoted to the work in this project. Compensation levels should be no higher than other local salaries (where appropriate), and should include all taxes.
- If requested, for **equipment** and/or **services** over \$2,500, three pro-forma estimates from the service or equipment vendor should be attached. Purchase of equipment should be well justified. Equipment should not exceed 20% of the total grant request.
- **Entertainment costs** (receptions, social activities, ceremonies, alcoholic beverages, cocktail parties, guided tours) are not allowable expenses.
- **Transportation costs** should not be for First or Business Class airfare and must be in compliance with US Government Travel Regulations.
- The use of "**miscellaneous expenses**" or any similar term as a budget item is unacceptable.
- Please provide bank account information below:

Bank Name	Bank Address	Account Number

***End of Application—Thank you.***